

Rules for use of the Parish House and facilities of the New Dorp Moravian Church.

1. All events will end no later than 11:00 PM. Renter has ½ hour (11p-11:30p) for cleanup (clearing tables of food, dinnerware, etc.) and removal of decorations from rental space. Renter is responsible to properly recycle trash, metal and plastic. All guests must vacate the grounds no later than 11:30 PM.
2. Beer and wine may be served by the renter. Absolutely no hard liquor and or cash bar are allowed.
3. It is the renter's responsibility to monitor their guest's alcohol consumption. If a guest is intoxicated it is the renter's responsibility to ask that guest to leave the premises. Failure to abide by this rule will cause immediate termination of your event.
4. The use of recreational drugs or any other drugs of any type anywhere on church grounds is strictly forbidden. Failure to abide by this rule will cause immediate termination of your event.
5. There is no smoking in the Parish House or any other building.
6. The renter may decorate the hall. However, use of thumbtacks, staples or scotch tape on the walls is forbidden. Use of helium filled balloons is also prohibited.
7. Use of confetti or smoke machines is strictly forbidden.
8. Renters have use of the kitchen for meal preparation. Renters may bring in their own DJ and/or caterer.
9. The rental floor is handicapped accessible via a Chair lift. Chair lift is not to be used to bring in food or party supplies.
10. Renters are responsible for any damage or breakage to the facility or equipment and will be charged for replacement costs or repair costs in excess of the security deposit.
11. All set-up and clean-up fees are included in the rental fee. Gratuities are not included in these fees.
12. An attendant will be present during renter's event. We request that, for the safety of your guests, you follow any instructions given by the attendant.
- 13. Parties must be paid in full no later than three weeks before an event/party.**
- 14. Proof of Insurance liability must be provided three weeks before event/party.**
- 15. Please Note: The Parish House Hall is not air conditioned.**
- 16. No more than 100 persons at any event/party will be allowed.**

I have read and understand the foregoing rules, fees and stipulations. Failure to follow these rules will result in the immediate termination of your event and the loss of your security deposit.

Renter's Name (print): _____ Date: _____

Renter's Signature: _____